



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT:

GA-07-DH-054

OPENING DATE:

06/07/2007

CLOSING DATE:

Open Until Filled

POSITION:

Medical Instrument Technician
(Ultrasound)

LOCATION AND DUTY STATION:

Radiology Services Branch
Gallup Indian Medical Center
Gallup, New Mexico

GRADE/SALARY:

GS-649-10 - \$49,880 - \$62,705 Per Annum*

*Special Salary rate authorized under 5 USC 5305

NUMBER OF VACANCIES:

Two (2): PCN: 205017; 205018

APPOINTMENT

Permanent

WORK SCHEDULE

Full Time

AREA OF CONSIDERATION

DHHS Wide

PROMOTION POTENTIAL

No known potential

SUPERVISORY/MANAGERIAL

No supervisory responsibility

HOUSING

None, private housing only

TRAVEL/MOVING

May be paid for eligible
Employees

DUTIES: This position is located in the Ultrasound Section of the Radiology Services Branch, of the Gallup Indian Medical Center. The incumbent provides specialized diagnostic and therapeutic medical services on an inpatient and outpatient basis in the area of Internal Medicine, Family Practice, Pediatrics, General and Orthopedic Surgery, Anesthesiology, Radiology, Urology, Obstetrics/Gynecology, and Cardiology. Performs a wide range of complex ultrasound studies to assist in the diagnosis and treatment of patient diseases or injuries. Applications include obstetrical/gynecological, abdominal, vascular, small parts, cranial, transthoracic and Tran esophageal, cardiology exams. Receives and reviews requests from physicians and other health care providers for ultrasound examinations of patients. Determines the conditions at issue and the procedures and equipment necessary to best meet the needs of the individual case. Correlates clinical history, pertinent clinical data, lab tests and other ancillary diagnostic exams to obtain an ultrasound exam of optimal clinical value. Receives and positions patients for examination. Explains procedures to allay patient fears and secure maximum cooperation, to obtain superior exam during imaging. Selects, sets up, adjusts and operates ultrasound equipment. Conducts examination, adjusting technique and equipment to best present the medically significant aspects found. Uses scanner to properly position probes and other equipment, fix point of entry, determine depth and Direction of penetration and location within the body, locate disease sites, identify position and functioning or response of organs, etc. Advises of any problems, conditions or anomalies found during or as a result of the procedure. Maintains professional expertise in recognizing anatomy of various structures within the abdomen and pelvic cavities, including the ability to recognize pathologic processes and distinguish normal variants or congenial abnormalities, utmost to make radiologist aware of concern. Monitors patient condition during examination and if necessary renders emergency aid and summons assistance. Assists in performance of invasive procedures such as biopsies, amniocentesis, thoracentesis and hysterosonograms with highly specialized equipment. Assists radiologist or physician in reading or evaluating results. Exams done by Ultrasound Technologist include QA/QC stats, Tran esophageal echo (TEE invasive procedure), Vascular studies (upper/low extremities), Venous & Arterial studies (abdominal, renal, etc.), Endovaginal Scan (invasive procedure), Neonatal heads, Sonohysterogram (invasive procedure), Thoracentesis, Paracentesis, Amniocentesis,

Carotids, Echocardiograms, ABD and OB/GYN, Retrolimited. Records diagnostic findings in a systematic retrieval system to maintain confidentiality. Responsible for proper maintenance and performance of ultrasound equipment. Maintains proper documentation on file. Provides clinical instruction and technical imaging training for Diagnostic Medical Sonography student that are studying in the art and science of Diagnostic Imaging; meets the training needs of the students, observes the students, assures that the students produce diagnostic examinations of proficient quality; and is responsible for the student achieving satisfactory quality images. Trains radiologist, physicians, radiology staff and other personnel in ultrasound principles, procedures, capabilities, techniques, and equipment. Develops ultrasound-training plans for incorporation in other programs of instruction. Incumbent must demonstrate the knowledge and skill for dealing with pediatric through geriatric patients. This includes assessment of the patient for appropriate procedure and equipment specific to age and/or special needs of the patient. Performs other related ultrasound duties as assigned.

“DESIGNATION OF CHILD CARE POSITION UNDER P.L. 101-630 AND P.L. 101-647.”

YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

EXPERIENCE REQUIREMENTS: The following shows the amounts of education and/or experience required.

GS-10: 52 weeks of specialized experience equivalent to at least GS-9 level.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position that is typically in or related to the work of Medical Instrument Technician (Ultrasound) position, i.e., independent performance of many types of ultrasound scans. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. **Must be certified as a Registered Diagnostic Medical Sonographer (R.D.M.S.) of the American Institute of Ultrasound in Medicine (A.I.U.M.).**

Selective Placement Factor: None

POSITIVE EDUCATION REQUIREMENT: No

LICENSURE REQUIRED: Yes

Legal and Regulatory Requirements: Proof of U.S. citizenship is required for appointment to the IHS. Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), qualification requirements, licensure requirements, performance requirements, citizenship and suitability requirements, and any other eligibility requirements within 30 days of the closing date of the vacancy announcement.

Conditions of Employment: Incumbent will be subject to call back duty on emergency procedures after regular duty hours.

Immunization Requirement: All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

NOTE: Refer to OPM Operating Manual Qualification Standard Handbook or IHS Excepted Service Qualification Standard, Series GS-649 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office. IF YOU ARE SUBSTITUTING EDUCATION FOR EXPERIENCE, YOU ARE REQUIRED TO PROVIDE EVIDENCE OF THE EDUCATION BY PROVIDING OFFICIAL TRANSCRIPTS.

WHO MAY APPLY:

Applications will be accepted from NON-STATUS (those individuals who have never held a career or career-conditional appointment in the Federal service) and will be evaluated under competitive OPM regulation procedures.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability.)

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be current IHS excepted appointment (with no timelimits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Excepted Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Meets the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or

6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area, **OR**

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337 (h) or 8456 or Title 5 United States Code.
2. By applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selected factors, qualify ranking factors, physical requirements with reasonable accommodations and is able to satisfactory perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, and Letters of commendations, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to the knowledge, skills and abilities (KSA'S) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Knowledge of Physiology and Cross-Sectional Human Anatomy for both adult and Pediatric care.
2. Skill in interpersonal relations.
3. Extensive knowledge in ultrasound with the ability to work independently.
4. Ability to work under pressure.

(See attached Supplemental Questionnaire for definitions)

HOW AND WHERE TO APPLY: All applicants must submit **ONE** of the following to the Gallup Indian Medical Center, Human Resources Office, 217 Marguerite Street, P.O. Box 1337, Gallup, NM 87305, by 4:30 p.m. on the closing date: **12/31/2007**. For information regarding this Vacancy Announcement, contact Kathy Hatfield at (505) 722-1412. **Electronic or telefaxed Resumes or applications will not be accepted.**

1. **OF-612, Optional Application for Federal Employment; or**
SF-171, Application for Federal Employment; **or**
Resume; or any other written application format**. See **INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS** outlined below.
2. **OF-306, Declaration for Federal Employment** with original signature to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. Responding yes to any of these two questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed;
3. **IHS Child Care Addendum**, this position is covered under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630, all applicants must sign the required "Addendum to Declaration for Federal

Employment”. Consideration for an offer of employment may be denied if there are affirmative responses on the Declaration for Federal employment.

4. **DD-214**, Veterans’ Preference Certification, if claiming Veterans’ preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-pt preference. Veterans’ Preference is not applicable to current HHS permanent employees, federal employees with competitive status, or Reinstatement eligible;
5. Official college transcript, to show proof of undergraduate or graduate education.
6. Supplemental Questionnaire (KSA) – failure to submit this narrative may adversely affect your ranking for this position.

***INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats **MUST** contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #8 (High School), #9 (College and Universities) and #10 (Work Experience) would be used to evaluate your qualifications for this position. **Failure to include any of the information listed below may result in loss of consideration for the position.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full name, mailing address (with Zip Code) day and evening phone numbers (with Area Code);
3. Social Security Numbers;
4. Country of Citizenship;
5. Highest Federal civilian grades held (give series and dates held);
6. **High School:** Name, City, State (zip code, if known), and date of Diploma or GED;
7. **College and Universities:** Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show Total Semester or quarter-hours earned). Official Transcript must be attached in order for credit to be given;
8. **Work Experience** (paid and non-paid) – Job title, duties and accomplishments, Employer’s name and address, Supervisor’s name and phone number, starting and ending dates (month and year), hours work per week; and salary.
9. Indicate if we may contact your current Supervisor;
10. Description of job-related training courses, license or certification (current only), honors, awards, special accomplishments.

Reasonable Accommodation: This agency provides accommodation to applicant with disabilities. If you need a reasonable accommodation for any part of the applications and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans: Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply.

NOTE: THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. Applicants who submit incomplete applications will be given credit only for the information he/she provided. Therefore, it is the responsibility of the applicant to submit a complete application packet by the closing date.

Additional Selections: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

Indian Preference: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). In other than the above, the Indian Health Service is an Equal Opportunity Employer.

Selective Service Certification: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions), be registered with the Selective Service System.

Equal Employment Opportunity Selection for positions will be based solely on Merit with no discrimination for non-merit reasons, such as Race, Color, Religion, Gender, Sexual Orientation, National Origin, Politics, Marital Status, Physical Handicap, Age or membership or non-membership in an employee organization. Promotions or appointments will not be based on personal relationship or other types of personal favoritism or patronage.

/S/ Kathy Hatfield
PERSONNEL CLEARANCE

06/06/2007
DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER **GA-07-DH-054**. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOMES THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

**SUPPLEMENTAL QUESTIONNAIRE
MEDICAL INSTRUMENT TECHNICIAN (ULTRASOUND), GS-649-10**

- 1. KNOWLEDGE OF PHYSIOLOGY AND CROSS-SECTIONAL HUMAN ANATOMY FOR BOTH ADULT AND PEDIATRIC CARE.** This includes an in-depth understanding of the functioning of the major systems and internal organs to interpret requests and to recognize the need for additional tests or a different position. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number).

- 2. SKILL IN INTERPERSONAL RELATIONS.** This is to establish effective working relationship by exercising tact, diplomacy and mature judgment in meeting and dealing with a variety of individuals and groups. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number).

- 3. EXTENSIVE KNOWLEDGE IN ULTRASOUND WITH THE ABILITY TO WORK INDEPENDENTLY.** This is to plan and perform work within the scope of practice and the standard operating policies and procedures for diagnostic ultrasound. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number).

4. **ABILITY TO WORK UNDER PRESSURE.** This is to function effectively despite unpredictable workflow, high volume of patients to be scanned within specified timeframe, while adhering to sonographic policy, procedures, and guidelines. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number).

CERTIFICATION

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date